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## Introduction

The role of a grader in Inspera Assessment will have access to the grading tool « Grading» in Inspera Assessment.

In order to grade an exam you need to have a user account and you need to have been allocated the role of « Grader». You will be invited as a contributor by the main planner for each exam you are expected to grade.

This manual will take you step by step through the process of grading an exam – from when you are given a user account till you download the results.

The help -function in Inspera Assessment may be used for context based help when you are in the process of grading.

## Login

Before you can login as a grader in Inspera assessment, you need to have a user account. A user administrator will have created this account for you and given you the role of grader.

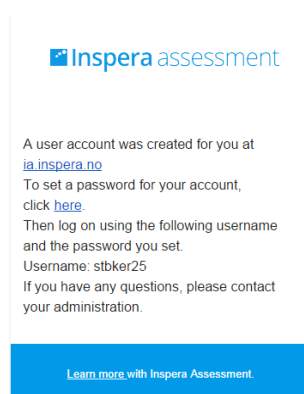
1. You may receive information about username and password directly from a user administrator, or you can receive an e-mail from Inspera assessment with your username and asked to create your own password.
2. You can login as a Feide user (internal cencors). Please use your usual UiA-username and password.

Link to login: <https://uia.inspera.no/adm>

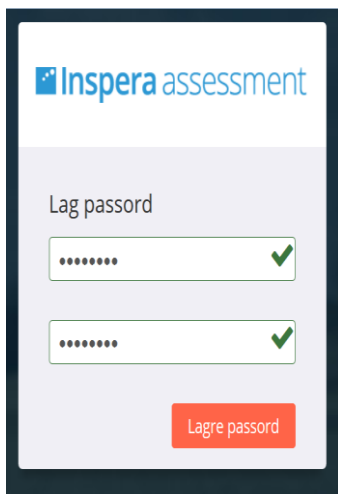
## E-mail warning when your password has not been created

If a user administrator has NOT created a password for your user account, you will receive an e-mail that a user account has been created for you. However, in order to activate this account, you need to click on the link in the e-mail and create your own password. The password must contain a minimum of 8 characters including at least one digit, one lower case letter and one upper case letter. Once you have created the password og it is approved, you will be able to log on to Inspera assessment and can start your work as a grader.

1. Click on the link in the e-mail:

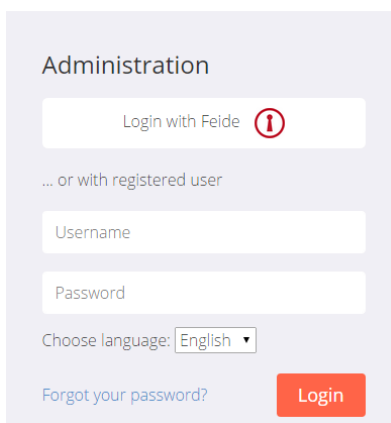


3. Write your own password:



The screenshot shows a web form titled 'Lag passord' (Create password) on the 'Inspera assessment' page. It contains two password input fields, each with a green checkmark indicating the password is valid. Below the fields is a red button labeled 'Lagre passord' (Save password).

3. You will now be directed to the login page:

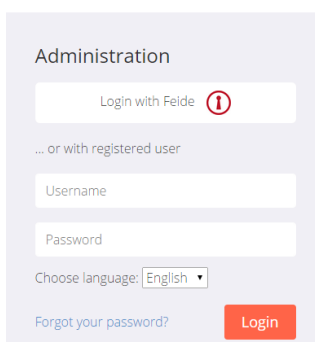


The screenshot shows the login page of the Universitetet i Agder website. It features a 'Administration' section with a 'Login with Feide' button (marked with a red information icon), a link for '... or with registered user', and a login form with 'Username' and 'Password' fields. Below the form is a language selector set to 'English' and a 'Login' button. A link for 'Forgot your password?' is also present.

**Forgotten your password?**

If you have forgotten your password, you can click on the « Forgotten password?» link in the login window. ***Important:*** Feide username and password are administered by the educational institution.

1. Click on the link « Forgotten password?»



This screenshot is identical to the one above, showing the login page of the Universitetet i Agder website. It highlights the 'Forgot your password?' link located below the login form.

2. Write your username:

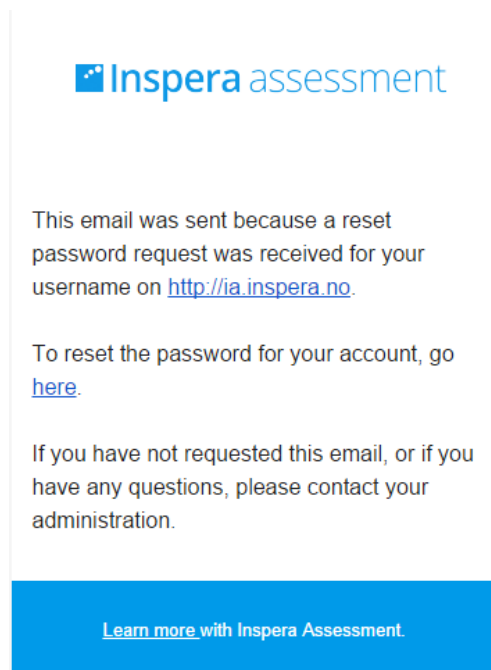


Forgot password

Provide your username and you'll get info about resetting your password in an email.


[← Back](#)[Send username](#)

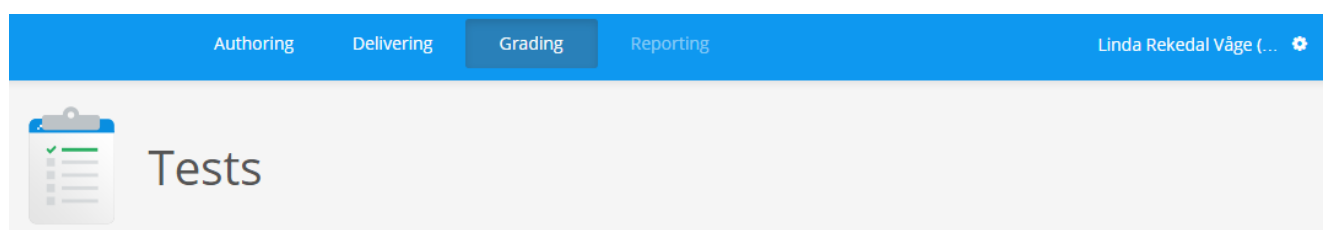
3. An e-mail will be sent to your registered e-mail address giving you the opportunity to click on a link and then change your password. For security reasons this link will only work the first time you use it.



## Changing your profile

You can change your first name, last name, e-mail address and password whenever you want to in your user profile. However, it is NOT possible to change your username.

If you want to change your user profile, please click on the.  button to the right of your name on the top line.



Then click on «User profile».

Rediger profil

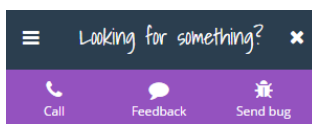
Fornavn	Terje
Etternavn	Testbruker
E-post	terje@inspera.no
Tilhørighet	Default (test)
Brukerroller	Forfatter
Brukernavn	terjetestbruker
	<input type="checkbox"/> Rediger passord
Passord	
Bekreft passord	

Lagre profil

After you have made the changes you want to in your user profile, you click on «Save the profile» in order to save the changes you have made.

## Help

Click on the Help-button in the top right hand corner if you have any questions about the functions of where you are at the moment:



◀ Back

### Authoring Tool

#### Welcome to the Authoring tool!

To create a new question set, just click the "+  
**Create new question set**" button on the  
top right.

On the left side panel, you can browse  
Question sets or Questions.  
Underneath the Content Type selectors you  
can find a very helpful link to automatically  
filter the results to show only those created  
by you.

## **Grading**

Grading takes place in the module «Grading» that you have access to given the role of grader.

The graders for an exam may either be set up by the creator of the exam – directly in Inspira Assessment or they can be imported from FEIDE.

If graders are created directly in Inspira Assessment, it is not possible to set up commissions of graders for the exam. This means that all graders will have access to All exam answers.

When grading an exam, all graders need to give the same grade to all candidates in order for the grading to be complete. In the case where an exam has more than one grader and all of these have been created in Inspira Assessment – so that there are no commissions of graders – all graders need to give the same grade to all the candidates.

In cases where commissions of graders are imported from FEIDE – and the exam answers are divided between the commissions – then all graders need to give the same grade to all the candidates that belong to him/her.

### **Work flow for a grader**

The work flow for grading can be visualised in the following model:

Invitation - Information - Your grading - Shared grading - Result list

Whenever there is more than one grader, it is important that all graders complete «Your grading» (by approving their own grades) prior to moving on to «Shared grading» which is a mutual process where a meeting between the graders take place. When all the graders in the commission have agreed on the final grades they can go on to approving them and the grades will now be locked and the result list will be available for downloading.

#### **Invitation**

The main planner for an exam sends an invitation to the graders of a specific exam – either through Inspira Assessment or by creating a commission of graders in FS.

Once the grader logs on, all the exams he/ she has been invited to grade will appear and the grader can choose the exam he/she wishes to grade.

#### **Information**

The information page with details about the exam is the starting point and it is from here you move further in the process.

Choose «grade candidates» in order to start the grading process.

#### **Your grading**

A grader works on three levels.

Overview: Gives you an overview of all the candidates and grades when given.

Candidate: An overview of the entire exam answer of a candidate – with the possibility to navigate between papers and candidates.

Exam paper: Viewing manually graded papers

Navigating between levels is done in the breadcrumb path on top of the page or by navigating on the browser.

It is possible to navigate between exam papers and candidates in the menu on the bottom of the page. Different filters are available in order to structure the process.

Once the grader has completed grading all the exam answers, the grader then approves the grades and the « shared grading» starts.

## **Shared grading**

The graders now go through the same process as in «Your grading». When the graders have agreed on the grades, they can approve the final grades and the result list can be printed for signatures.

The concept «Grading» in Inspira Assessment includes both automatic and manual grading. In the tool « **Grading**» it is possible to start manual grading immediately after an exam answer has been submitted even if the exam is still in progress.

The tool «**Grading**» may be used for:

- Manual grading of written exam answers ( essay type answer, file uploads and programming)
- Allocating grades based on a total sum of points for each candidate.
- Saving the results

**The table shows exams that are ready to be graded or have already been graded:**

**Title:** What is the name of the exam?

**Status:** Has the exam started? Has the exam finished?

**Last changed:** When was the last time the exam was edited?

**By:** Who was the last one to edit the exam?

Just above the table you will find **filters** for the contents of the table:

**Author-** Who created the exam?

**Status** – Is the grading of the exam complete?

## **Grade one exam**

The table will only show the exams which the grader has access to. In order to grade an exam, please choose an exam in the table with status Started or Completed.

## **Prior to the exam – assessment settings**

Before an exam starts it is necessary to select certain assessment settings that are important for the grading process. All of these settings can be found in «Tests».

## **Single grader or more than one grader**

Graders will automatically be transferred to Inspira Assessment for all FS exams. For all other exams graders are added by using the contributor menu in the upper right hand corner. If two or

more graders are added, grading is carried out by more than one grader and all graders need to grade all candidates (does not apply to FS exams)

## **Plagiarism control**

If there is a license for plagiarism control it is possible to order reports in advance for all exam answers.

## **Grading scale**

Prior to an exam one determines which grading scale to use for that specific exam – for example A-F or Pass / Fail. If the exam is synchronized from FS, the grading scale will be transferred automatically.

## **Threshold values**

If you decide to give points to exam answers, you need to define threshold values that act as levels for the different grades. You may adjust these after the exam has taken place.

## **Guide for graders**

A guide for graders may be uploaded by the main planner in Assessment settings.

## **Navigation**

### **Breadcrumb path**

On the top of the *grading* page there will always appear a breadcrumb path that can be used for navigation.

In the example below you can navigate by clicking on the different texts like this:

- Example exam – Navigate to the information page of the exam
- Candidates – Navigate to the list of candidates
- Candidate 2 – Navigate to the result list for candidate 2
- Exam 006 - Navigate to the exam answer number 6 for candidate 2
- Icon in the top left hand corner on the screen – Stop grading this exam and return to the list of all exams

## **Navigating between exam answers**

You needn't navigate back to the list of candidates in order to open a new exam answer. The grader can navigate directly to the next candidate or next exam question. The grader can also choose to hide all candidates or exam questions that are already graded. The navigation will take this into consideration and skip them. This makes it easy for a grader to go through all the exam answers and candidates until the list of what remains to grade is empty.

## **Navigation line**

The navigation line will show all the answers of an exam, or only those not yet graded, if the grader has chosen this. All the exam answers that are marked with a lightning sign have been automatically graded. Those which are marked with a black dot are exam answers that need to be awarded points or grades by the grader. As the grader works himself through the exam answers that need to be graded, the black dots for the remaining exam answers to be graded changes to green check marks. Candidates whose exam answers have been graded will be marked with a blue figure. Those whose grading is not complete are shown as black figures. In the menu used for navigating



between candidates the same marking is used. You open the menu by clicking on the symbol for a candidate. A list of all candidates for the exam will appear. The grader can then choose to navigate directly to a candidate's answer.

## **Notes and annotations**

### **Notes**

A grader can make notes on a student's complete exam answer or on each individual answer of an exam. These are private and are not shared with other users. The space where you can make notes is to the right on the screen.

It is also possible to make notes on the exam answer of a candidate. You may find a complete overview of the grader's last comments for each exam question.

### **Offline annotation**

If a grader would like to attach a comment to a passage, sentence or word of a candidate's answer, this is possible using the tab called *Annotation*. Exam answers that have been uploaded may be downloaded as PDF or Word files (same file and format as the candidate used for submitting the exam). The grader will be able to annotate this file locally on his own computer. The grader must use the comment function of Adobe Reader (PDF) or Word. The grader will then be able to upload again the file containing comments. You will now have an annotated exam answer while the original exam answer remains untouched.

### **Plagiarism control**

Inspira Assessment is integrated with the plagiarism control services of Ephorus (requires a licence). When the main planner creates an exam, he may choose plagiarism control of every exam answer that is manually graded. The grader will then find the results of the plagiarism control under Plagiarism control in Grading.

If plagiarism control has not been chosen prior to the exam, the grader still has the opportunity to order this during the grading process.

The results from the plagiarism control will show the percentage of the candidate's answer that can be found in other sources. The report will also show links to the external sources. Texts from other sources are shown in orange (Ephorus report).

## **Home exams and file uploads**

A grader can choose to assess an exam answer using points and threshold values – however in some cases using grades is the only option.

A home exam is such a case. Candidates upload only one file.

In the overview of all the candidates' exam answers, there will be one exam answer only and it will appear with a grade and not points. In such cases with only one exam answer – the main grade will automatically be updated once this exam answer has been graded. This is done to make the process more effective and minimize the number of clicks graders need to carry out in order to complete the grading process.

The candidate's exam answer - Your grading will look like this

If a candidate has uploaded a PDF -file, there is no need to download the file in order to read it. The grader may write private notes in the space to the right of the exam answer.

### **The result list**

The result list will be available on the information page as soon as the grading process is completed. If the grading is done by commissions of graders from FS, the result list will only contain grades for the candidates that belong to the commission.

### **All grades**

The result list will only contain the grades that belong to the commission of graders. If there is only one commission (or the exam is not a FS-exam), the result list will contain all the grades for the exam. For FS-exams with more than one commission of graders, the main exam planner can download all the grades from all the commissions from *Tests* as a csv-file (Excel icon to the right).

### **See previous assessments**

Once the graders have approved the final grading, the grades can be transferred to FS (manually) and the grades are now locked and can no longer be changed. If you as a grader feel the need to view previous assessments, for example in order to give an explanation for a grade, you can do so by choosing an exam with the status – graded – and then click on -Show results.

You will then be able to see the final grades which are now lightblue to indicate that they can no longer be changed. You will also be able to see your own notes which might come in handy when giving an explanation for a grade.

### **The main planner and access to grades**

The main planner for an exam will have access to the final results. The main planner can enter the information page for an exam and then click on result list which will give an overview of all the candidates in all the commissions for the particular exam.

If the main planner would like to have the result list in order to register the grades in FS, he can open the exam in the Test tool and then click on Download list. The candidate numbers and grades will then be downloaded as a csv-file which can be opened in Excel.

### **Choose an exam**

Click on the exam you want to grade in the list.

### **Information page:**

On the information page of an exam the grader will find relevant information regarding the exam and what he/she is expected to do.

If the exam is defined in FS all relevant information will be transferred to Inspera Assessment.

The page is divided into three :

- Under *Status* the grader will find relevant deadlines. This is also where the grader can see how far he and other graders have come in the grading process. It is possible to see if the shared grading has started or not.
- Under *Information* the grader can find the a guide for graders, the grading scale and threshold values if they are used.
- Under *Contributors* the grader will find an overview of other graders in the commission with contact information and links for sending e-mails. The main planner's contact information can

also be found here.

When the exam is completed and the grading period has begun, the grader can start his grading. The grader will then have access to all the exam answers that need to be graded.

The exam commissions are imported from FS.

The grader can start his grading on the information page by clicking on « Grade candidates». If the grader has previously started the grading process, he can continue with his work by clicking on « Continue from last graded exam».

The grader can click on *Approve grades* when he is finished. When there is more than one grader, the grades must be shared with the other graders.

### **Candidate list – Your grading**

The grader will be presented a list of all the candidates and their grades – if completed. The candidates are shown with their candidate ID. In the example shown here there are no grades yet. The grader clicks on one of the buttons to the left in order to start the grading process.

### **The candidate's exam answer – Your grading**

The candidate's exam answer is presented as a list with all the exam questions of the exam. It is clearly shown which answers that need to be graded by the grader and which answers that are automatically graded. To get a better overview the grader can choose to see only the answers that require grading or points. This is easily done by clicking on HIDE AUTOMATICALLY GRADED EXAM ANSWERS.

All the exam answers in the list that are not graded will be marked with a black ring so that the grader can see which are left for him to grade.

If points are to be given instead of grades, the total sum of points will be updated continuously and the points or grade given each answer will appear under each other.

Automatically graded answers will, as the name indicates, always be complete with the total sum of points.

In order to start grading single exam answers, the grader can simply click on one of the answers in the list. The grader will then be able to read the candidate's answer.

### **How to set the final grade**

Once you have given all the exam answers grades or points, the final grade for the complete exam can be given. The grader has the possibility to override the grade that is suggested. If the calculated grade is overridden by the grader, this will appear in the interface, as shown below.

### **Blank answer**

If the candidate submits a blank paper, this will show in the title on the page as indicated below. The grader will still need to give a grade (the grade that is automatically suggested will always be the lowest grade ).

## **Grading the exam – Your grading**

### **The exam answer**

This tab shows the candidate's answer to one of the questions. To the right on the screen the points or grading scale will appear. The grader grades the answer by clicking on points or a grade.

The grader can attach notes to each answer. These notes are private and will not be seen by other users. These notes will not be used if a new assessment is required as the result of a complaint.

The grader is also able to see a candidate's answer that has been automatically graded even though he himself will not grade this answer. It may be useful for the grader in order to clarify misunderstandings or lack of understanding by the candidate.

### **The exam question**

Here you will see the exam question just like the candidate saw it during the exam.

### **Annotation**

If the grader wants to attach comments to a passage, sentence or word in the candidate's answer, this is done by using the tab *Annotation*. Essay type questions and file uploads can be downloaded as PDF. The grader will be able to annotate this file locally on his own computer. The grader will then be able to upload again the file containing comments. The grader will now have an annotated exam answer while the original exam answer remains untouched.

### **Plagiarism control**

Inspira Assessment is integrated with the plagiarism control services of Ephorus (when the licence is ready). When the main planner creates an exam, he can choose plagiarism control of every exam answer that is manually graded. The grader will then find the results of the plagiarism control under *Plagiarism control* in *Grading*.

If plagiarism control has not been chosen prior to the exam, the grader still has the opportunity to order this during the grading process.